

SEMESTER –III			
Core XII		Human Resource Management	
Code: 19PCOC32	Hrs/Week: 6	Hrs/Sem: 90	Credits : 4

Vision:

To give a theoretical exposure to the students with regard to various aspects of Human Resource Management.

Mission:

To instill in students the various techniques followed in Recruitment, Selection, Induction and Performance Appraisal.

To familiarise the students with various concepts of WPM, Wage and salary administration, safety and welfare measures, Grievance handling procedure, machinery for settlement of disputes and computer applications in HRM.

Course Outcome:

CO No.	Upon completion of this course, students will be able to	PSO addressed	Cognitive Level
CO – 1	understand the significance of Human Resource Management.	1,3	Un
CO – 2	understand the process of recruitment, selection, placement and induction.	1,2,3	Un
CO – 3	know the various training methods, executive development programme.	1,7	Ev
CO – 4	understand the various Participative management techniques.	1,7	Ev
CO-5	understand the various compensation plans, reward system and quality of work life.	2,3, 8	Ap
CO – 6	understand the safety and welfare measures.	1,4,8	Ap
CO – 7	understand the procedure for performance appraisal.	1,4,8	Ap
CO – 8	understand and apply grievance handling procedures and machinery for settlement of disputes.	1,4,8	Ap

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Core XII Human Resource Management			
Code: 19PCOC32	Hrs/Week: 6	Hrs/Sem: 90	Credits : 4

Unit I Introduction

Evolution of human resource management – Importance of the human factor- Objectives of human resource management - Scope of HRM - HRM Models-Role of human resource manager
- Skills and qualities of HR manager –Human resource policies.

Unit II Man Power Planning & Selection

Importance of human resource planning – Forecasting human resource requirement -man power planning techniques - Recruitment and Selection -Sources of recruitment -Selection process - Screening tests – Interviews - Placement - Induction – Orientation– Socialisation.

Unit III Training and Development

Objectives of training – Training needs - Training methods – Benefits – Executive development programmes – Common practices – Organisation development – Self development– Knowledge management.

Unit IV Sustaining Employee Interest

Motivation – theories and application – Rewards – Job satisfaction - Job design - Empowerment of employees - Participative Management - Quality of work life - Flexi time - Career management - Development cycle - Need assessment – Protégé relationships – Employee Compensation plans - Employee Benefits - Safety and Welfare.

Unit V Performance Evaluation and Control Process

Job evaluation - Performance Appraisal: process, methods of performance evaluation – feedback– industry practices - Control process: Importance, Methods – Requirement of effective control systems – Career planning – Grievance: causes, handling procedure –Types of industrial disputes
- Machinery for settlement of disputes – Computer applications in HRM.

Text Book:

1. Aswathappa K. *Human Resources Management*. New Delhi: Tata McGraw Hill.
2. Khanka S.S. *Human Resources Management*. New Delhi: S.Chand&Co.Ltd.

Books for Reference:

1. Rao V.S.P. *Human Resources Management*. New Delhi: Excel Books.
2. Tripathi P.C. *Human Resources Management*. New Delhi: Sultan Chand.
3. Mamoria, C.B. and Gankar, S.V. *Human Resources Management*.

Mumbai: HimalayaPublishing House.

SEMESTER –III			
Core XIII		E – Commerce	
Code: 19PCOC33	Hrs/Week: 5	Hrs/Sem: 75	Credits : 4

Vision :

Create competent and skilled entrepreneurs with thorough knowledge on the various aspects of E-Commerce.

Mission :

Familiarise students with the concepts and various issues of e-Commerce like Internet infrastructure, Security over internet, payment systems and various online strategies for e-Business.

Course Outcome :

CO No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO – 1	understand the concepts, application and models of e-commerce.	1,2,5	Un
CO – 2	learn the importance and application of electronic media for marketing of goods and services.	1, 5	Ap
CO – 3	evaluate the types of e- payment systems and know its operational,credit and legal risks.	1,2,5	Un,Ev
CO – 4	understand the dynamics of internet banking, security mechanism involved in net banking and inherent risks	1,7	Un,Ap
CO - 5	gain knowledge on e-sourcing and e-Trading and its use for generating income	1,7	Un,Ap
CO - 6	understand the types of security threats in e-Commerce transactions	1,5,6	Un, Re
CO - 7	analyse and evaluate e-Commerce Security Solutions for online transactions	1,5,6	An,Ev
CO - 8	identify the security issues and regulatory and legal framework in e-Commerce.	2, 6	Ap

Semester – III			
Core XIII		E – Commerce	
Code: 19PCOC33	Hrs/Week: 5	Hrs/Sem: 75	Credits : 4

Unit I Introduction to e-Commerce:

Meaning and concept, Electronic Commerce Vs. Traditional commerce - Media convergence - e-commerce and e-business - channels of e-commerce - Business application of e-commerce - Need for e-commerce - e-commerce as an electronic trading system - special features. Business models of e-commerce and Infrastructure: e-commerce models -supply chain management - M-Commerce – Teleshopping - Telemarketing - Point of sales system.

Unit II Business to Business e-commerce:

Inter-organisational Transactions – The Credit Transaction Trade Cycle – Electronic Markets – Usage of electronic Markets – Advantages and Disadvantages of Electronic Markets – Future of Electronic Markets. Electronic Data Interchange (EDI):- Introduction –Definition – Benefits - EDI Technology - EDI standards- EDI Communication - EDI implementation - EDI Agreements - EDI security.

Unit III Electronic payment systems:

Special features required in payment systems for e-commerce - Types of e-payment systems - e-Cash and currency servers - e-cheques - credit cards - smart cards - electronic purses and debit cards - Business issues and economic implications - operational credit and legal risks of e-payment systems - Risk management options in e-payment systems - components of an effective electronic payment system.

Unit IV Internet and e-banking:

Evolution of Internet - Growth of Internet - Gateway to digital world - Internet Governance - World wide web - Dynamics of Internet banking - Intranet and Internet portals - e-sourcing - e-Trading -Advertising and Marketing through Internet.

Unit V Security issues in e-commerce:

Need for Security – Security Concepts - Areas of Internet Security - Cyber Crimes: - Deception - Intrusion - Bugs - Encryption - Cryptography - Certificate based Security -- Digital Signature - e-Commerce Security Solutions - Security Precautions in e-Commerce - Transaction Security - PKI - Firewalls - Secure Socket Layer (SSL) - Secure Electronic Transaction (SET) - Advantages of SET - Corporate Digital Library, - Regulatory and legal Framework of e-commerce: Cyber laws, aims and salient provisions; cyber-laws in India and their limitations.

Text Book:

Rayudu C.S. *E-Commerce*. Mumbai: Himalaya Publishing House.

Books for Reference:

1. David Whiteley. *E-commerce, Strategy, Technologies and Applications*.
New Delhi: TataMcGraw Hill Publishing Company.
2. Bhashin T.M..*E-commerce in Indian banking*. New Delhi: Authors Press.
3. JaiswalS.. *E-commerce*. New Delhi: Galgotia Publications Pvt. Ltd.

SEMESTER –III			
Core XIV International Business			
Code: 19PCOC34	Hrs/Week: 5	Hrs/Sem: 75	Credits : 4

Vision:

Global outlook in trade and finance from students side.

Mission:

Practical, Organizational sittings and Theoretical exposure to the budding womenfolk.

Course Outcome:

	Upon completion of this course, students will be able to	PSO addressed	Cognitive Level
CO – 1	pursue a career in global business management.	1,2,3	Ap
CO – 2	understand the unique problems of foreign economic, social, political, cultural and legal environment.	4	Ev
CO – 3	expose regional economic and political integration.	1,4	Ev
CO – 4	understand accounting systems of various countries and foreign exchange with balance of payment.	3,7	An
CO-5	familiarise with multinational corporations in India.	1,4	Un
CO – 6	expose towards the dynamics of International Business.	1	Ap
CO – 7	understand the different business centres and blocks.	8	Un
CO - 8	expose on MNC's at International Level.	4	Ev

SEMESTER –III			
Core XIV	International Business		
Code: 19PCOC34	Hrs/Week: 5	Hrs/Sem: 75	Credits : 4

Unit I Basics of International Business

Introduction to International business– Nature – Necessities of international business – Stages of internationalization – Approaches and Theories of international business–Favorable conditions and complexities of International Business.

Unit II International Business Environment

International Business Environment - National and Foreign environments and their components– Economic - Cultural - Political - Legal - Technological Environments- Global trading Environment – Recent trends in world trade in goods and services

Unit III International Trade Policies and Economic Integrations

Instruments of Trade policy - Tariffs – Subsidies – Import quotas – Non Tariff Barriers - Voluntary Export Restraints –Government interventions in Policy making - International Trade Relations - Economic integration - EEC – NAFTA – ASEAN – SAARC- ESCAP- Trade Blocks and Business Centers

Unit IV International Finance and Accounting

International Finance - Balance of Payment - Components of Balance of Payments - Disequilibrium in the Balance of Payment- Accounting for international business - Variations in Accounting Systems- Factors influencing the development of Accounting System- Accounting clusters- International Financial Reporting Standards.

Unit V Multinational Corporations

Multinational Corporations – Distinctions between International Corporation, Multinational Corporations, Global Corporations and Transnational Corporation – Growth of Multinational Corporations - Organizational structure of Multinational Corporations – Control of Multinational Corporations – Multinational Corporations in India

Text Book

Subba Rao, P. *International business*. New Delhi: Himalaya Publishing House.

Books for Reference:

1. Francis Cherunilam. *International business*. New Delhi: PHI Learning Pvt. Ltd.
2. Shenkar Willey. *International Business*. New Delhi: International Students edition.
3. Hill, Charles, W.L. *International Business*. New York: McGraw Hill Company.
4. Apte, P.G. *International Financial Management*. New Delhi: Tata McGraw hill Company.

SEMESTER –IV			
Core XVIII Computerised Accounting Packages – Tally 9.0 Erp			
Code: 19PCOC43	Hrs/Week: 5	Hrs/ Sem: 75	Credits : 4

Vision:

To equip students with skill for employment in companies as data entry operator

Mission:

The course aims to build upon the concept and procedure in entering accounting data in TALLY ERP with TDS and GST.

Course Outcome:

CO No.	Upon completion of this course, students will be able to	PSO addressed	Cognitive Level
CO – 1	understand Growth of software for accounting entry with technical advantages and fundamental concepts	1,2,4	Un
CO – 2	understand stock items, stock groups, units of measure creation with Godown transfer.	1,2,4	Un
CO – 3	know the procedural Creation of cost categories, types of vouchers with ledger entry for the preparation of final accounts in Tally ERP.9 software.	1,2,4	Un
CO – 4	learn the concept, importance and application of GST	1,4,5	Ap
CO – 5	understand the Registration, Accounts and Returns under GST	4,5	Ap
CO – 6	be familiar with the statutory Taxation of Tally like TDS.	1,4,5	Ap
CO – 7	understand the steps in creating Pay roll info in Tally ERP	4,5	An
CO – 8	to apply pay roll info for employee creation, pay heads, attendance in appropriate employee group	4,5	Ap

SEMESTER –IV			
Core XVIII	Computerised Accounting Packages – Tally 9.0 ERP		
Code: 19PCOC43	Hrs/Week: 5	Hrs/ Sem: 75	Credits : 4

Unit I - Introduction to Tally:

New features of Tally ERP 9.0 - Tally screen components – Creating and Setting up of company in Tally – Company features – Creating accounting ledgers – Creating inventory ledgers – Create Stock Items - Stock Groups - Stock Categories - Units of measure – Transfer between godown

Unit II - Cost Centres, Vouchers and Final accounts:

Create cost categories - Cost centres– invoice- inventory reports and exception reports. Types of vouchers – Reversing journals & Voucher classes – Types of accounting and inventory vouchers – Stock journal – Trial balance - Primary groups – Final accounts. .

Unit III - Goods and Service Tax in Tally:

GST introduction – Classification of goods and services – IGST – CGST – SGST – supply and its types – Time, value and place of supply – Registration under GST Act – Schemes for registration – ITC – Eligible & Ineligible ITC – ITC carry forward – Reversal of ITC– Availment&Utilisation of ITC –Issue of Invoices – Debit note – Credit note – ISD invoice – E-way Bill – Accounts and Records – Returns under GST.

Unit IV - TDS:

Features of TDS – Flowchart of TDS – Account classification for TDS – TDS detection entries for advance payment and balance payment – TDS computation report – TDS pending statement.

Unit V - Pay Roll:

Features of Tally – Pay roll info – Create pay heads -Gratuity pay heads - Employee group- Employee Salary details –Units of attendances – Production types- Pay sheet report- Pay slip- Pay roll statement report – Pay Roll register – Attendance sheet report – Gratuity report – Pay roll with PF and ESI –.

Text Book:

Narmata Agrawal and Sanjay Kumar. *Comdex Tally 9*. Course Kit, New Delhi:Dream tech press.

Books for Reference:

1. Tutorial Notes. CSC, *Tally ERP 9*.
2. Nadhani A.K. and K.K. Nadhani. *Implementing Tally*, New Delhi: BPB Publications.
3. TALLY Notes , Bombay: TCIL.

SEMESTER –IV			
Core- XIX Computerised Accounting Packages – Tally 9.0 ERP[Practicals]			
Code: 19PCOC44	Hrs/Week: 5	Hrs/Sem: 75	Credits : 4

Vision:

To provide computerised proficiency in the latest accounting package called Tally 9.ERP

Mission:

Individualised development of concept and procedure in entering accounting data in Tally ERP with TDS and GST

Course Outcome:

CO No.	Upon completion of this course, students will be able to	PSO addressed	Cognitive Level
CO – 1	imbibe growth of software for accounting entry with technical advantages and fundamental concepts	1,2,4	Un
CO – 2	prepare stock items, stock groups, units of measure creation with Godown transfer.	1,2,4	Ap
CO – 3	create cost categories, vouchers with ledger entry for the preparation of final accounts .	1,2,4	Ap
CO – 4	learn the concept, importance and application of GST	1,4,5	Ap
CO – 5	prepare GST Registration and Returns under GST	1,4,5	Ap
CO – 6	be familiar with the statutory TDS Taxation in Tally like TDS.	1,4,5	Ap
CO – 7	create Pay roll info in Tally ERP	4,5	Ap
CO – 8	prepare employee creation, pay heads, attendance, in appropriate employee group	4,5	Ap

SEMESTER –IV			
Core- XIX Computerised Accounting Packages – Tally 9.0 ERP[Practicals]			
Code: 19PCOC44	Hrs/Week: 5	Hrs/Sem: 75	Credits : 4

PRACTICAL EXERCISES

1. Accounting ledgers and vouchers creation
2. Inventory ledgers & vouchers creation
3. Final Accounts with Adjustments
4. Ledgers and vouchers creations with GST
5. Accounts and Records and Return under GST
6. Ledgers and Vouchers creation of TDS
7. Pay roll creation with Pay heads, Attendance, with salary details
8. Ledgers and Vouchers creation of Pay roll
9. Pay slips, Pay Sheets and pay roll report

SCHEME FOR PRACTICAL EXAMINATIONS

Internal Examination marks

40Marks(Attendance 10 marks and performance 30 marks)

Record Note = 10 Marks

Program/ Procedure writing = 30 Marks

Result = 20 Marks **60 Marks**

Total

100 Marks

SEMESTER – III			
Elective II A		Corporate Legal Framework	
Code : 19PCOE31	Hrs / Week 4	Hrs/Sem 60	Credit : 3

Vision:

To familiarise the students with the relevant provisions of various laws influencing business.

Mission:

To acquaint the students with the provisions of various laws.

Course Outcome:

CO No.	Upon completion of this course,students will be able to	PSO addressed	Cognitive Level
CO – 1	understand the provisions of various laws.	1,3,6	Un
CO – 2	understand the role of SEBI	1,8	Un
CO - 3	be familiar with the Regulatory Environment for International Business.	4	Ap
CO-4	understand and identify the problems of consumers and redress the grievance.	1,8	Ap
CO-5	understand the Negotiable Instruments	1,3,8	Ap
CO - 6	know about consumer rights	1,8	Ap
CO – 7	understand about the operations of grievance redressalforum.	1,8	Un
CO – 8	be familiar with the regulations of SEBI	1,8	Un

SEMESTER – III			
Elective II A		Corporate Legal Framework	
Code : 19PCOE31	Hrs/week: 4	Hrs/Sem 60	Credit : 3

Unit I The Companies Act, 1956

The Companies Act, 1956 - Definitions and Types of companies – Memorandum of Association

–Clauses - Articles of Association –Contents- Prospectus– Contents.

Unit II The Negotiable Instruments Act, 1881

The Negotiable Instruments Act, 1881-Definition - Types of negotiable

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ments –Bill of Exchange, Cheque, Promissory note- Meaning -Essentials.

Unit III Legal Environment for Security Markets

SEBI Act, 1992 – Organisation and objectives of SEBI – Powers under Securities Contract Regulation Act, 1956 transferred to SEBI – Role of SEBI in controlling the security markets.

Unit IV The Consumer Protection Act, 1986

The Consumer Protection Act, 1986 - Salient features - Definition - Rights of consumers –Grievance Redressal Machinery.

Unit V Regulatory Environment for International Business

Regulatory Frame work of W.T.O.- Basic principles and charter of W.T.O.- Provisions relating to preferential treatment of developing countries - Regional Groupings -Technical Standards - Anti- dumping duties and other NTBS - Custom valuation.

Text Books:

1. Varshney G.K. *Corporate Legal Frame Work*. Agra: Sahitya Bhawan Publications.
2. Kapoor, N.D. *Company Law*. New Delhi: Sultan Chand & Sons.

Books for Reference:

1. Aswathappa. K. *Essentials of Business Environment*. Mumbai: Himalaya Publishing House.